

**SALEM PARK CIRCLE HOMEOWNERS ASSOCIATION  
HOME IMPROVEMENT REQUEST FORM**

(Revised Form September 2010)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to, patio covers, decks, fencing, building add-ons, etc., submit the following to the Salem Park Circle Homeowner's Association Architecture Committee **prior** to initiating work on the planned improvements:

1. A completed Home Improvement Request Form
2. A complete and detailed building plan, material listing and specifications
3. A property site/survey plan showing the location of the proposed improvement

**BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:**

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**WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT? \_\_\_\_\_**

**LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY):**

Front of dwelling  Back of dwelling  Side of dwelling  
 Roof of dwelling  Garage  Patio  
 Other (Describe) \_\_\_\_\_

**MATERIAL TO BE USED FOR THE IMPROVEMENT (CHECK APPLICABLE ITEMS):**

<input type="checkbox"/> Brick	Color _____
<input type="checkbox"/> Cement	Color _____
<input type="checkbox"/> Stucco	Color _____
<input type="checkbox"/> Wood	Color _____
<input type="checkbox"/> Siding	Color _____
<input type="checkbox"/> Aluminum	Color _____
<input type="checkbox"/> Glass	Color _____
<input type="checkbox"/> Paint	Color _____
<input type="checkbox"/> Stain	Color _____
<input type="checkbox"/> Other	Color _____

Explain: \_\_\_\_\_

I understand that the Salem Park Circle Homeowners Association Architecture Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Salem Park Circle Homeowners Association Architecture Committee. I understand that all construction will meet with City and Township codes and that the Home Improvement Committee approvals do not override these codes but rather, are intended to work with them.

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*Owner's Printed Name*

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*Signature*

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*Date*

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*Construction Start Date*

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*Estimated Completion Date*

The approval that has been granted by this application will be revoked automatically if the improvement requested has not commenced within 60 days of the approval date of this application and/or has not been substantially completed within 120 days, unless authorized by the Salem Park Circle Homeowners Association Architecture Committee.

*Submit this completed and signed form to:*

**KELLY LATCHAW, KELLYL28@AOL.COM**

**CC: SALEM PARK CIRCLE HOMEOWNERS ASSOCIATION, SPHASPC@GMAIL.COM**

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**FOR ASSOCIATION & OFFICE USE ONLY:**

**DATE RECEIVED:** \_\_\_\_\_

**APPROVED/ DENIED:** \_\_\_\_\_

**COMMITTEE MEMBER SIGNATURES:**

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